

INSTRUCTIONS FOR COMPLETING THE FJA-1

(Administrative Report of Work Content)

The ADMINISTRATIVE REPORT OF WORK CONTENT (FORM FJA-1) is designed to provide Agency personnel with a uniform method of describing work content. An individual Position Detail Record (PDR) for each position involved must accompany the FJA-1. **No action will be taken by the Bureau of Human Resources (BHR) unless the form FJA-1 is properly completed, signed, and processed AND the required PDR is signed and attached.**

The following instructions apply when completing the FJA-1:

PAGE 1 -GENERAL INFORMATION

PART I - TO BE COMPLETED BY AUTHORIZED AGENCY PERSONNEL UNIT.

Complete as indicated, noting geographic location /building & room number under LOCATION OF POSITION. Signatures of the IMMEDIATE SUPERVISOR, AGENCY PERSONNEL DESIGNATE, AND AGENCY COMMISSIONER certifying the accuracy of the information **must** be present before submission to BHR. In the event the Immediate Supervisor and other certifying officials disagree with the content of the FJA-1 and agreement cannot be reached with the incumbent, a memo specifying the differences **MUST** accompany the FJA-1 (which would only have the incumbent's signature).

PART II - TO BE COMPLETED BY DIRECTOR BUREAU OF HUMAN RESOURCES

Leave blank.

PAGE 2 - ORGANIZATIONAL INFORMATION

- Item 1 - List the smallest operating unit (section, division, bureau, etc.) containing the position and provide a brief description of the unit's assigned function.
- Item 2 - Indicate reason this position exists within the organization and the manner in which it contributes to the unit's assigned function.
- Item 3 - List (using proper class title) all employees from whom this position receives work assignments and/or direction.
- Item 4 - Complete as specified. Be sure to use proper class titles, not local or in-house titles. Be as complete as possible. If necessary, attach an **official** organization chart.

PAGE 3 - MANAGEMENT INFORMATION

- Item 5 - Describe the constraints within which decisions are made, e.g. standing instructions, written guidelines, established procedures, policies and principles. Give examples of the kinds of decisions made, showing how they are limited by policies or higher authority.
- Item 6 - ***For supervisory positions only.*** List all activities for which this position is responsible **and which are delegated by the position to others** for completion and to whom they're delegated.
- Item 7 - Limit interaction examples to those which occur most often or are most important. Do NOT include those with supervisor or subordinates.
- Item 8 - DOLLAR IMPACT - Indicate dollar amount of personnel services affected by the individual position on an annual basis.
- AMOUNT AND NATURE OF OTHER MONEYS AFFECTED BY POSITION - If the position has an impact on funds other than the personnel services of the operating unit, such as grants, contracts, or federal funds, describe **in full** the nature and source of these funds and the position's impact on them.

PAGE 4 - TASK STATEMENTS

- Item 9 - List tasks which are specific and the most important and critical to the position(s). The percentage of time typically spent on each task **MUST** be provided and total 100%. Below is an example showing the correct format for task statements.

<u>ELEMENTS:</u>	<u>Performs what action?</u>	<u>To whom or what?</u>	<u>To produce or accomplish what?</u>
EXAMPLE:	Plans, organizes, coordinates, and directs	operations, programs, staff, and functions	in order to establish operational priorities, coordinate operations with other functions within the Agency, and ensure program objectives are established and attained.

PAGE 5 - JUSTIFICATION

- Item 10 - For all reclassification and range change requests, list all duties and responsibilities which have been added to/deleted from the position and which may impact its current classification or range. For new positions, indicate the reason(s) the position is required (e.g. departmental/unit reorganization, redistribution of existing duties, new program, etc.). Include any statutory/legislative authority for establishing the position.
- Item 11 - Describe the reason for assigning/deleting the duties and responsibilities listed in item 10.
- Item 12 - Complete as indicated. Use proper titles only.
- Item 13 - Complete as indicated. Use proper titles only.
- Item 14 - List the **essential** knowledge and abilities necessary to perform the tasks listed under item 9. Below are some specific knowledge and abilities required to perform the example task.
- Knowledge of federal and state laws, rules, and regulations applicable to assigned program.
 - Ability to manage complex programs.
 - Ability to communicate effectively orally and in writing.
 - Ability to establish and maintain effective working relationships.
- Item 15 - List equipment used on a regular basis and the percentage of job time spent operating each item listed.